

CONFIDENTIAL

13 July 1971

1. In the DDS there are 2 microfilm systems established and operating in the last six (6) months that have permitted the disposal of _____ cu. ft.

| | <u>In Office</u> | <u>Records Center</u> | <u>Annual Growth</u> |
|------------------------|------------------|-----------------------|----------------------|
| Agency Regulation File | | 188-52 | 5 - |
| CTP Personnel | 11 | | 4 |

2. There are 23 microfilm systems being tested and developed that are to accommodate _____ cu. ft. of existing records that will be destroyed. This system will convert an annual take of _____ cu. ft. of hard copy to microfilm.

| <u>File</u> | <u>In Office</u> | <u>In Records Center</u> | <u>Annual Growth</u> |
|-------------------------------|------------------|--------------------------|----------------------|
| Original Vouchers | 750 | 2051 | 300 |
| Station Accounting - 47 | 90 | 7507 | 450 |
| Obligation Status | 36 | 84 | 12 |
| Transaction Register | 18 | 42 | 6 |
| Voucher Register | 18 | 42 | 6 |
| General Ledger Accounting | 18 | 96 | 6 |
| Gen. Ledger Acct. 1441-2 | 18 | 0 | 3 |
| Listing for Counter Checks | $\frac{1}{4}$ | 10 | $\frac{1}{2}$ |
| Counter Checks | 1 | $23\frac{1}{2}$ | $\frac{1}{2}$ |
| Indiv. Earning Records | | 136 | |
| IER FY-60 to date | 6 | 63 | 6 |
| T&A | 9 | 177 | 35 |
| DSR's | 3 | 33 | 18 |
| Application For Leave (SF-71) | $\frac{1}{2}$ | 11 | $\frac{1}{2}$ |
| Accountable Crypto Records | 22 | | 4 |
| OS Correspondence File | 20 | 90 | 15 |
| Share & Loan Ledger | 40 | | |
| OL Subject | 9 | 77 | 3 |
| Delegation of Authority | 3 | | $\frac{1}{2}$ |
| Index to Correspondence | 6 | 6 | 4 |
| Cable Logs | 3 | | 3 |
| Dispatch | 3 | 6 | 2 |
| Course Files | 6 | 28 | 3 |

3. There are 4 files that will be COM applications in the near future.

| | | | |
|---------------------------|----|-----|----|
| Lists Leave Records | 6 | 92 | 13 |
| Original Payroll Vouchers | 2 | 70 | 10 |
| Pay this Period | 13 | 97 | 13 |
| Normal Pay Master | 21 | 135 | 21 |

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